

16 June 1964

MEMORANDUM FOR : Executive Assistant, Office of Personnel

SUBJECT : Supervisory Reorientation Program of
9 June 1964

Regarding the Supervisory Reorientation Program of 9 June 1964, I found it to be very informative and presented in a most effective manner.

The speakers set down the policies and procedures of supervision in a manner which could be both understood and appreciated by even the newest supervisor.

To me, the panel discussion was most effective because actual problems were presented and an answer given to each, situations in which each supervisor might, at some time, find himself.

I have no criticism other than I would like to see more time given to the panel discussion and that, perhaps, the speeches could be shortened as the speakers did repeat some items in each of their individual speeches.

All in all, I am glad that I had a chance to participate in this type program, and found it most beneficial to me as someone new to this field.


Contract Personnel Division

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